FINANCE SECRETARIAT

Directs the Heads of Departments to issue necessary instructions to pay drawing officers under their control to bestow great care in the preparation of the monthly premium recovery statements for sending to the Life Insurance Corporation with cheques or R. T. Rs.

OFFICIAL MEMORANDUM.

No. FD 77 BUD 64, DATED BANGALORE, THE 19—27TH AUGUST 1964.

The Life Insurance Corporation of India, Bangalore Divisional Office, Bangalore has brought to the notice of Government the following discrepancies usually found in the premium recovery statements prepared by the various pay drawing offices of the Government and sent to the Life Insurance Corporation along with R. T. Rs. or cheques:—

(i) Policy numbers are not noted against names;

(ii) Wrong Policy numbers are noted against names;

(iii) No names are noted against Policy numbers;

(iv) All the numbers of the Policies held by the employees are not noted;

(v) Amounts recovered on each policy are not correctly noted against the Policies;

(vi) Totals in the premium recovery Statements are wrongly struck;

(vii) Amount of cheques of R. T. Rs enclosed do not tally with the total in the recovery statements;

(viii) Amount of cheques or R. T. Rs enclosed do not tally with the total in the recovery statements;

(ix) Cheques or R. T. Rs are received without recovery statements and *vice-versa*.

(x) Transfers, resignations, retirements and deaths are not noted in the recovery statements;

(xi) Repayments towards loans are recovered in spite of the G. O. not to recover them from the salaries (they are required to be paid in cash).

(xii) Cheques and R. T. Rs. with recovery statement are sometimes sent to the L. I. C. 2 or 3 months after salary disbursement;

(xiii) Cheques and R. T. Rs. are not correctly drawn and dated.

2. Since the accounting in the Life Insurance Corporation has been mechanised by preparing statistical cards with correct basic data such as correct Policy number and name of the insured, rate of permium, etc., relating to each Policy, it is imperative that the details furnished in the premium recovery statements should be correct. It is, therefore, directed that all the pay drawing officers/ Treasury Officers should bestow great care in the preparation of the statements, furnishing the correct data so that discrepancies pointed out are avoided in future. This will enable the Life Insurance Corporation to render quick and prompt service to the State Government Policy holders.

3. Further, it is suggested that a list of policy holders with policy numbers as on 1st April of each year for each establishment may be got cyclostyled and used. This would minimise discrepancies to a great extent.

4. The Heads of Departments are requested to issue necessary instructions to pay drawing officers under their control.

T. K. RANGARAJA IYENGAR,

Under Secretary to Government, F. D. (Budget).